



SURA/JLAB – REQUEST TO ENGAGE IN OUTSIDE BUSINESS ACTIVITIES

HR Form 404.00 (ER 1/99)

JLab policy as stated in Section 208.03 of the Jefferson Lab Administrative Manual allows employees to engage in outside employment, consulting or other business activities if there is no conflict with their work at the facility. The information requested below is needed to ensure Laboratory policy is observed and to provide for any necessary approvals.

Name _____ Division/Department _____

Description of Proposed Outside Business Activity

Name of Organization _____

Address _____
Street City State ZIP

Nature of Business _____

Describe the nature of your interest in the organization _____

Estimate time (hours per month) in this association _____

Estimate term of association: From _____ To _____

Will you be compensated during this association? _____ Will DOE funds be used to compensate you? _____

To your knowledge, does the organization have or anticipate having any business relations with SURA/Jefferson Lab? _____

Will you execute a written agreement with the organization? _____ If so, please attach a copy.

I have read and understood Section 208.03 of the Jefferson Lab Administrative Manual as it relates to outside employment. To the best of my knowledge and belief, the proposed activities will not conflict with this policy. If in the course of the proposed activities, a possible conflict of interest arises, I will promptly notify SURA/Jefferson Lab management and request advice concerning such possible conflict.

Employee Signature _____ Date _____

Division Approval: I recommend approval of the proposed activity described above. I do not believe it will create a conflict of interest or interfere with the proper performance of the employee's SURA/Jefferson Lab duties.

Supervisor _____ Date _____

Division Head or Designee _____ Date _____

Route to Human Resources Department for processing.

Approved: _____ Date _____

Human Resources Director

Note: Please duplicate this form as needed for your use